



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

**Economic Services Administration
Division of Child Care and Early Learning
P.O. Box 45480, Olympia, Washington 98504-5480**

LETTER TO REQUEST BIDS

January 25, 2005

Dear Child Care Colleagues:

The Washington State Department of Social and Health Services (DSHS), Division of Child Care and Early Learning is considering making changes to its licensing system and practices in order to minimize the chance that children in licensed care will be harmed. We are requesting project proposals from experts and practitioners in the field to address the following general questions:

- What regulatory or licensing strategies are effective in reducing the likelihood that children in licensed care will be harmed?
- What characteristics are associated with licensed providers that cause harm to children or have adverse licensing actions taken against them?
- How can Washington State's policies (including staffing) be changed to minimize the chance of harm to children? .

A list of possible topics is attached (Exhibit 1). Additional topics that are considered responsive to the general questions will be given full consideration in rating proposals. We request that bids focus on one topic. Multiple bids can be submitted, but a maximum of \$19,900 will be awarded to any individual.

The proposal must include:

- 1) Title page. This page should include the proposed project title; the name, organizational affiliation, address, telephone number and e-mail address of the principle investigator, and the proposed start and end dates for the project.
- 2) Project statement and work plan. Please clearly state the relevance of the proposed topic (s) to the purposes of this announcement and detail how the topic(s) will be addressed. This statement will be evaluated on: (1) relevance of the project to the goals of this announcement; and (2) detail on project work plan, including major tasks and timelines.
- 3) Staff qualifications. Please describe the relevant research/policy experience of principal investigator and indicate his or her time commitment and task responsibilities. If additional staff will be major contributors to this project, please indicate their time commitment and task responsibilities along with a brief description of their relevant experiences. If the additional staff will be hired for this project, please indicate how you will recruit given the short time frame of the

project. Individuals named in the proposals must be those who will work on the project. Any substitutions must be approved by DCCEL.

- 4) Names, addresses and telephone numbers of three references for the principal investigator.
- 5) Costs or fees. Include estimate of staff time for principle investigator and other staff along with other direct costs.
- 6) Examples of pertinent fact sheets, research, policy briefs or presentations on comparable projects on which the principal investigator is the primary or sole author.
- 7) Availability to attend a two-day Licensing Summit in Washington State the week of June 13, 2005 or the week of June 20, 2005. (Costs for traveling, per diem rates and lodging for the Licensing Summit will be covered by Washington State and are not part of the contract award.)

Please limit responses to items 1 – 3 to four pages. All seven items must be addressed for the proposal to be considered responsive. Proposals will be evaluated by DSHS based on the response to the information requested above using the following weights:

Experience/Staff Qualifications	10 points
Relevance	15 points
Previous Fact Sheets, Research or Presentations	15 points
Work Plan:	40 points
Cost	10 points
Ability to Attend Licensing Summit	<u>10 points</u>
Total	100 points

The deadline for submission of responses is 5pm local time in Lacey, Washington on February 15, 2005, for full consideration. All proposals submitted by that time will be evaluated. The Department reserves the right to consider proposals after the deadline if it is in the Department's best interest and money allocated to this project is available. Late bids will be accepted until 5pm local time in Lacey, Washington on March 15, 2005. Subsequent late bids will not be accepted and will be automatically disqualified from further consideration. Time extensions will not be granted past March 15, 2005.

Successful bidders will prepare an executive summary not to exceed 2 pages on the selected topic, along with a longer study report. Persons awarded a contract are required to participate in a two-day Licensing Summit to present the results of their studies along with possible policy recommendations. Exemptions to this requirement will be approved on a case-by-case basis. The discussions at the summit will raise additional strategies and issues to be considered by Washington State. Payment for contracted work will be due upon receipt and acceptance of the final report and executive summary. Final materials must be received by DCCEL no later than 5:00 pm local time on May 31, 2005.

The period of performance of any contract awarded as a result of this Letter to Request Bids is tentatively scheduled to begin on or about March 2, 2005, and to be in force through June 30, 2005, with possible amendments extending the period of performance.

It is anticipated that any contract awarded under this solicitation shall be in an amount not to exceed \$19,900. DSHS does not anticipate the selected contractor's involvement

beyond June 30, 2005. However, if DSHS determines it is necessary to increase the contractor's involvement, DSHS may amend any awarded contract to increase the contractor's involvement. Any amendment to increase or decrease the dollar value and extend the period of performance shall be at the sole discretion of DSHS.

Proposals are to be mailed, faxed, e-mailed or hand-delivered to:

Department of Social and Health Services
Kathy Hotop
PO Box 45480/1009 College Street SE Lacey
Olympia, WA 98504-5480
Phone: (360) 725-4671
Fax: (360) 413-3482
E-Mail: hotopka@dshs.wa.gov

Bidders assume the risk for the method of delivery chosen. DSHS assumes no responsibility for delays caused by any delivery service.

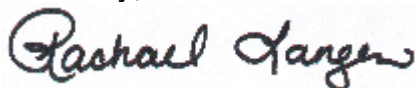
DSHS reserves the right at its sole discretion to reject any or all proposals. This Letter to Request Bids does not obligate DSHS to contract for the services specified herein. The final selections will be the proposals that in the opinion of DSHS best meets the requirements set forth in the Letter to Request Bids and is in the best interest of the state of Washington. DSHS is not obligated to select the lowest priced bid. DSHS shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this Letter to Request Bids. DSHS anticipates awarding up to ten bids.

In submitting a bid in response to this Letter to Request Bids, the bidder agrees to accept the terms set forth herein. The selected contractor will be required to sign a Personal Service Contract, including General Terms and Conditions. Under no circumstances is the bidder to submit its own standard contract terms and conditions in response to this Letter to Request Bids. A copy of the DSHS General Terms and Conditions is attached.

Any requests for information about this project are to be directed to Kathy Hotop named above.

Thank you for considering this solicitation.

Sincerely,



Rachael Langen, Director
Division of Child Care and Early Learning
Department of Social and Health Services
State of Washington

Attachments